

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS

September 8, 2015

The Jasper County Board of Commissioners met this date at 8:15 A.M. in the Commissioners' Room, Suite 202, of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, with the following members present: Kendell Culp, Richard E. Maxwell and James A. Walstra. Also present was Auditor, Kimberly K. Grow; Deputy Auditor, Donna J. Horner; Highway Engineer/Supervisor, Jack R. Haberlin and the Attorney who represents the Commissioners, Eric Beaver. The meeting was called to order and those present stood and recited the Pledge of Allegiance led by Keith Pfledderer, United States Veteran.

CLAIMS: Mr. Walstra made the motion to approve the claims as presented. Mr. Maxwell seconded and the motion carried.

PAYROLL CLAIM & ALLOWANCE DOCKETS: Mr. Maxwell made the motion to approve the Payroll Claim & Allowance Dockets for the check dates equal to August 14, 2015 and August 18, 2015. Mr. Walstra seconded and the motion carried.

MINUTES: Mr. Walstra made the motion to approve the Minutes of the Regular Meeting held on August 3, 2015. Mr. Maxwell seconded and the motion carried.

PROSECUTOR / PERMISSION TO REFILL POSITION: Prosecuting Attorney, Christine Haskell stated that on August 25, one of her Clerks moved to a different department within the County leaving a vacancy for a File Clerk position. Ms. Haskell would prefer to fill this position with her current part-time employee. Permission was requested to advertise and fill the part-time position. Mr. Culp asked how many hours the part-time employee works? Ms. Haskell replied that she normally works all day on Monday, Tuesday, Wednesday; half a day on Thursday; and off on Friday. Her job is primarily to scan old files as well as to fill in when other employees are absent. Mr. Walstra made the motion to allow the Prosecutor to fill the full-time and part-time positions as requested. Mr. Maxwell seconded and the motion carried.

ANIMAL SHELTER / REQUEST TO REFILL POSITIONS: Pauline Boring, Animal Control Board, stated that their priority is the staffing problem at the shelter. Mitzi Risner is currently the only full-time employee working as the Director on probationary status until the end of December. Ms. Boring stated that her thoughts are to request permission to refill the Deputy Animal Control slot that was vacated by Ms. Risner's promotion on a part-time basis until the first of the year. Ms. Boring would also like permission to fill the part-time Animal Control position. There is a possibility that the current part-time employee would be moved to the full-time position leaving the part-time position vacant. There is also a part-time kennel assistant position which basically works on the weekends (18-20 hrs) which is presently vacant. If fully staffed, we would have two (2) full-time Animal Control Officers (one of which also serves as Director), one (1) part-time Animal Control Officer, and one (1) part-time kennel assistant. Mr. Maxwell made the motion to approve the request to fill the two (2) part-time positions. Mr. Walstra seconded and the motion carried.

BOARD APPOINTMENT / ANIMAL CONTROL: Pauline Boring stated that Kyler Laird has resigned from the Animal Control Board. Del Cleek has expressed an interest in filling the position. The members of the Board are highly in favor and would like to request that the Commissioners approve the appointment. Mr. Maxwell made the motion to appoint Del Cleek to fulfill the remainder of the term previously held by Kyler Laird. Mr. Walstra seconded and the motion carried.

VOLUNTEER POLICY: Pauline Boring requested that the Commissioners take the necessary steps to allow them to get some volunteers lined up at the shelter. Stace Pickering, Consolidated Insurance, stated that a list of all volunteers will need to be kept at the shelter. The list is then submitted annually. Mr. Pickering will need to see the first list before the policy takes effect. Ms. Boring asked if the shelter would be allotted a certain amount of volunteers? Mr. Culp asked how many Ms. Boring thought they would need? Ms. Boring replied that she would like to see a minimum of six (6). Approval was given for the six (6) volunteers.

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
September 8, 2015

COMMUNITY CORRECTIONS / REQUEST TO REFILL POSITION: William Wakeland, Director, stated that a part-time Correctional Officer/Matron has resigned and will need to be replaced. Mr. Walstra made the motion to approve the replacement of the part-time position. Mr. Maxwell seconded and the motion carried.

COMMUNITY CORRECTIONS / TRAINING: William Wakeland, Director, informed the Commissioners per letter that Justin Baggerly and Halleck Tanner will be attending Handcuffing and O.C. Spray Instructor Training in Bowling Green, Kentucky on October 14th and 15th. The cost of \$299.00 per person for each class along with the cost of hotel rooms and meals will be paid out of the Project Income Fund. Mr. Maxwell made the motion to approve. Mr. Walstra seconded and the motion carried.

GRANT / INDIANA DEPARTMENT OF CORRECTIONS: Mr. Wakeland stated that the Indiana Department of Corrections has an additional \$5 million in grant money that they are going to distribute on November 1. There are several entities within the State of Indiana that can apply. For Jasper County, we have developed a treatment plan for the advance substance abuse support group. The people in this group will meet for two hours twice a week. The cost to hold this plan for six months is approximately \$41,000.00. If we do not receive the grant money, we will not be able to afford to hold the program. With the second part of the grant, we are asking for a 6th full-time Correctional Officer. This officer's main duty would be to conduct job site checks. In the third part of the grant, we would request funding to move the Work Release Supervisor and two (2) Correctional Officers from the County General Fund to the State Grant. In total, we are looking at asking for \$184,927.00 from the Department of Corrections. A letter of support is needed from the Commissioners. Permission is also needed to hire the 6th officer only if the money is received from the State Grant to do so. In response to a question from Mr. Culp, Mr. Wakeland replied that the grant would have to be reapplied for each year. Mr. Maxwell made the motion to approve signing the letter of support. Mr. Walstra seconded and the motion carried. Mr. Walstra made the motion to approve the hiring of a 6th full-time officer on the condition that the grant money is awarded to fund this position. Mr. Maxwell seconded and the motion carried.

PULASKI COUNTY EMS: Kyle McTeigue, Shift Captain/ FTO Paramedic, and Nikki Lowry, Director, were present on behalf of Pulaski County EMS. Mr. McTeigue stated that Pulaski County EMS would like to offer their service to help provide better coverage to the eastern side of Jasper County. The area would include all of Gilliam, Hanging Grove, and a portion of Barkley Townships. The service is being offered at no cost to Jasper County. In response to a question from Mr. Culp, Ms. Lowry replied that all of our trucks are ALS. Mr. McTeigue requested permission to work with the Sheriff's Department and the other ambulance service in regards to a dual response. Ms. McTeigue stated that the ultimate goal is to be able to reduce mortality and morbidity. After some discussion, the decision was made to discuss further after ambulance bids are received.

PROSECUTOR / CONFERENCE: Christine Haskell, Prosecuting Attorney, has advised per letter that the Annual Fall Child Support Conference will be held in Indianapolis on October 27th and 28th. The conference will be held at the Indiana State Government Center. It is Ms. Haskell's intention that Kimberly Hitchcock, IV-D Director, and Ashley Clark, Case Manager, will attend this conference. The hotel and other expenses will be paid from the IV-D budget fund.

Ms. Haskell has also advised that Kim Hitchcock, Ashley Clark and a Deputy Prosecuting Attorney are planning on attending the MI-IN-OH Border Meeting on November 10 in Angola. Hotel and other expenses will be paid from the IV-D Incentive Fund.

Mr. Walstra made the motion to approve. Mr. Maxwell seconded and the motion carried.

AUDITOR / FALL CONFERENCE: Kim Grow, Auditor, would like permission for herself and one deputy to attend the Indiana Auditors' Association Fall Conference from October 20-23 in Columbus. Costs include registration, meals and lodging. Mr. Maxwell made the motion to approve. Mr. Walstra seconded and the motion carried.

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
September 8, 2015

RECORDER / FIDLAR MEETING: Beth Warren, Recorder, has requested permission for herself and her deputy to attend the Fidlar user group meeting for Recorders on Tuesday, October 27 in Kokomo. The county car will be used. Mr. Walstra made the motion to approve the request. Mr. Maxwell seconded and the motion carried.

HEALTH DEPARTMENT / CONFERENCE: Amy Todd, RN, will be attending the Annual TB Regional Nurses Conference on October 28th & 29th in Angola. The State will pay for one night of lodging. Ms. Todd has requested that the County also pay for one night (October 27) since the conference will begin at 7:00 AM CST. The county car will be used. As of today, the County has four (4) latent TB cases that we are providing medication for. Mr. Walstra made the motion to approve the one (1) additional night of lodging. Mr. Maxwell seconded and the motion carried.

VETERAN / MEETINGS: Patrick Donnelly, VSO, would like permission to attend the quarterly meeting with Hospice representatives on September 15 at 11:00 AM in Valparaiso. The county car will be used.

Mr. Donnelly would also like permission to attend a meeting with representatives of the Jesse Brown VA Medical Center. The meeting will take place in Crown Point on September 16. The county vehicle will be used. Mr. Maxwell made the motion to approve both requests. Mr. Walstra seconded and the motion carried.

HIGHWAY / CONFERENCE: Jack Haberlin, Highway Engineer, requested permission for himself and Jean Witherington, Bookkeeper, to attend an IT class that Purdue will be hosting in October. There is no cost to attend.

Mr. Haberlin will also be attending a bridge conference in October. Any costs will be taken care of by Mr. Haberlin. Mr. Maxwell made the motion to approve both requests. Mr. Walstra seconded and the motion carried.

COMMISSIONERS' CONFERENCE: Approval was requested for Kendell Culp, James Walstra, Richard Maxwell, Jack Haberlin, Kim Grow, and Donna Horner to attend Commissioners' Conference to be held December 1st – 3rd in Indianapolis. Mr. Maxwell made the motion to approve. Mr. Walstra seconded and the motion carried.

BID OPENING / AMBULANCE SERVICES: Bids for ambulance service for the years 2016 and 2017 were advertised to be received at 9:00 A.M. No bids were received. Mr. Culp stated that if we have to readvertise, we now have the opportunity to change our districts. Mr. Culp asked Diana Haberlin, Keener Township Trustee, if she was satisfied with her territory within the County? Are you looking to expand or make changes? Ms. Haberlin replied that she would love to expand; however, she just can't see where the funds would come from right now. In response to a comment from Mr. Culp, Kyle McTeigue, Pulaski County EMS, replied that logistically they would need another truck. The thought did run through our heads; however, there was just not enough time to put something together before the bid opening. After further discussion, the decision was made to readvertise for bids at the November meeting before proceeding with other options.

COURTHOUSE ENERGY SAVINGS PROJECT: Mathew Klok, EMCOR, was present with an updated number on the first two scope items within the Preliminary Assessment that was originally prepared for a potential Guaranteed Savings Contract (GSC) on the Jasper County Courthouse. The first two scope items include the head end for the building, all of the main wiring, 3rd floor controls and basement sumps. The contract number would be \$211,383.00. In response to a question from Mr. Culp, Mr. Klok replied that the Annual Project Savings column includes the utilities savings, the operational savings and the avoided cost of capital. Mr. Culp asked if the \$875.00 under the annual utility savings column is a guaranteed savings or is it a projected savings? Mr. Klok replied that would be the guaranteed savings if you went that route. A letter of intent was submitted for Attorney Beaver to review. (This was addressed after the break) Mr. Walstra made the motion to move forward with the project. Mr. Maxwell seconded and the motion carried.

At this time, there was a short break.

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
September 8, 2015

CONTRACT / AMENDMENT OF UDO: Mary Scheurich presented a contract with Deborah Luzier, GRW, for the amending of the County's UDO. Ms. Scheurich stated that she believes that the contract is based on an hourly rate with an amount not to exceed \$4,000.00. Attorney Beaver stated that he did review the contract. There are some concerns with the language that states that her work would be copywrited. Ordinarily, government work is not copywrited; it has to be open and publicly available. Attorney Beaver expressed further concern with the need for an actual contract at this point. Attorney Beaver suggested that the Commissioners approve the contract pending his negotiations with Ms. Luzier. Mr. Walstra made the motion to approve the contract subject to final approval by Attorney Beaver. Mr. Maxwell seconded and the motion carried.

COURTHOUSE ENERGY SAVINGS PROJECT CON'T: In regards to the Letter of Intent (LOI) submitted earlier, Attorney Beaver informed the Commissioners that signing the document does commit the County to pay the full price so if a contract is not signed by October 5; the balance of the project is due and payable. The Letter of Intent does carry that obligation as well as locking in the price. Mr. Culp asked how long it would be before a contract is ready? Mr. Klok replied that the contract would be ready by the October meeting. After some discussion, the decision was made to just wait and sign the contract at the October meeting. The Letter of Intent was not approved / signed.

RESTRICTED ADDRESSES POLICY: Bill Batley, IT, requested an update on the "Restricted Addresses Policy" that was distributed for review at an earlier meeting. Attorney Beaver will need more time to review.

GIS TEAM / CREATION OF PROBLEM PARCELS: Adam Lyons, Alan Shanks, Bill Batley, and Mary Scheurich were all present on behalf of the GIS Team. Mr. Lyons stated that an issue with the creation of problem parcels with the current split process was brought to the Commissioners at their July meeting. An update was requested in regards to if there is anything further that we can require on top of what we are already doing in order to prevent these splits from taking place. Mr. Culp explained that a lending institution will sell the mortgage to another financial institution who requires the property to be split because they may not want the entire acreage but rather just the house and a couple of acres. It's a financial institution requirement and has nothing to do with us; however, it goes against what our code says. Ms. Scheurich stated she has always been told that the Auditor's Office has to accept the deeds that are presented. Mr. Culp stated that he does not understand why that would not go back through the Plan Commission if you are splitting a parcel. Mr. Batley stated that there is not a policy. Mr. Culp stated that it's in the UDO; unless it's just a breakdown in the one office over another. Ms. Grow stated that if someone brings a deed into the office, we have to accept it. Ms. Scheurich asked if it was possible to run splits past her office first? Attorney Beaver stated that the general problem is that we have private actors that are making mistakes. The question is what is the County's role in correcting those mistakes, if any? The private market should have a self-correcting mechanism. Unfortunately, it doesn't right now. Attorney Beaver will continue to review.

WTH / DATA SHARING CONTRACT: Alan Shanks presented the contract that the County has with WTH for data sharing. Mr. Shanks stated that the contract automatically renews on a yearly basis. Discussion has taken place that the County could begin to fill these requests; however, this cannot happen while we are still under contract. Mr. Walstra made the motion to allow Attorney Beaver to proceed with the cancellation of the data sharing contract with WTH. Mr. Maxwell seconded and the motion carried.

RENSSELAER CHRISTMAS PARADE / REQUESTS: On behalf of the Rensselaer Chamber Christmas Parade Committee, Brad Cozza requested permission to have Santa's house, some trees, fencing, and perhaps a sleigh set up on the northwest side of the Courthouse grounds. Mr. Cozza also requested that the Commissioners sign the application to close SR 114 for the Christmas parade that is scheduled to take place on Saturday, December 5 beginning at 4:30 PM. Mr. Maxwell made the motion to approve both requests. Mr. Walstra seconded and the motion carried.

JASPER COUNTY AIRPORT / SUMMER 2015 WRAP-UP: Brad Cozza, Jasper County Airport, distributed and reviewed the "Summer 2015 Wrap-Up".

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
September 8, 2015

TOWER SPACE RENTAL / SHERIFF: Sheriff Risner reported that Ryan King, E-911 Coordinator, has reached out to the other emergency responders to request some monetary assistance on reoccurring costs associated with the tower space rental. The total cost for the tower space rental will be \$25,200.00. A request has been submitted to the Council for an additional appropriation of \$155,000.00 into our radio fund to pay for the portion of this project that is not currently funded. The remainder of the \$330,000.00 will be paid for out of the Asset Forfeiture Fund. Sheriff Risner stated that the contract with Motorola has been submitted to Attorney Beaver for review. The entities that have verbally agreed to pitch in include Rensselaer Police, Rensselaer Fire and DeMotte Police. The County Highway's portion will be approximately \$400.00 per month. Mr. Maxwell made the motion to allow the Sheriff to proceed forward. Mr. Walstra seconded and the motion carried.

MEDICAID REQUIREMENT / SHERIFF: In regards to the new bill effective September 1 addressing the Medicaid requirement, Quality Correctional Care is working on something; however, they only have four (4) navigators for 42 counties right now. Sheriff Risner stated that he does not have the manpower to meet this requirement. Wabash Valley has also been contacted in regards to putting together some costs.

GENERATOR / NORTH ANNEX: Mr. Haberlin reported that the Commissioners had recently looked into a generator for both the North Annex and Fase Center. The cost was going to be approximately \$30,000.00 for both buildings. After review, the decision was made to look into a generator for the North Annex building only. Mr. Haberlin stated that he has received a quote in the amount of \$18,375.00 from Kevin Moore. The cost of the generator was \$16,865.00. Rather than Mr. Moore having to move the electrical for the well from the Fase Center over to the Annex Building, he will use a wire transfer switch. The cost for the switch will be \$1,510.00. If the power were to go out, the Fase Center would have water; however, they would not have full power. The Sheriff stated that he will be able to pay for a portion of the cost. The remainder will be paid for out of the "Building & Grounds" line. Mr. Walstra stated that, personally, he wouldn't mind seeing both buildings done. The decision was made to readdress after the Drainage Board meeting.

EMPLOYEE BOND: Mr. Maxwell made the motion to approve the employee bonds for the County Coroner and eleven (11) Deputies. Mr. Walstra seconded and the motion carried.

VACATION DAYS / REQUEST TO EXTEND: Darlene Risner, Prosecutor's Office, stated per letter that she has two (2) vacation days to use by her anniversary date of September 11. Ms. Risner would like the opportunity to carry over these two days to be taken this upcoming October to stay with her infant grandson. Mr. Walstra made the motion to approve the request. Mr. Maxwell seconded and the motion carried.

PART-TIME CUSTODIAN / COURTHOUSE: Discussion took place in regards to the part-time custodial position at the Courthouse that is currently in need of being filled. At this time, there have been very few applicants interested in the position. Mr. Culp will review the most recent applications.

PARKING LOT / LITTLE COUSIN JASPER: At a previous meeting, permission was given to the Little Cousin Jasper Committee to use the parking lot where the old Donnelly building was once located. Mr. Haberlin will contact the company working on the retaining wall around the Courthouse and have them temporarily move their equipment to the employee parking lot or the Highway garage. The new stone is scheduled to be delivered tomorrow and will be placed by the tower.

TIMESHEETS / CUSTODIAN: Kim Grow, Auditor, explained that Bud Justice, Head Custodian, had requested to work the holiday of July 3 in exchange for having the day of July 6 off. While on a scheduled vacation from August 3-7, Harry Carney, Custodian, was called into the jail for one (1) hour on August 6 and three (3) hours on August 7. Due to the scheduled vacation, these four (4) hours would be considered compensatory time. Ms. Grow explained that since Mr. Carney is receiving compensatory time, Mr. Justice feels that he should get compensatory time for the eight (8) hours that he exchanged. The decision was made that the eight (8) hours that was exchanged would not qualify for compensatory time.

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
September 8, 2015

HOSPITAL / FINAL PAPERWORK: Attorney Beaver reported that the Hospital deal did close on August 31 and the final paperwork has been signed by all parties.

GUTS / ACCESS OF HISTORICAL DATA: Attorney Beaver stated that, at the last meeting, he discussed implementing the LOW financial system. Authorization was given by the Commissioners to send a termination letter to GUTS to terminate the contract for the CYMA financial system. Before sending the letter, Attorney Beaver contacted Bill Batley, IT, in regards to what needs to be done in order to maintain the data within the old system in a usable form. The answer is that we do not know right now. Part of the reason that the County has chosen to migrate to the LOW system is because the CYMA system is so difficult to work with. The data on this system is also difficult to extract. The language within the contract essentially gives GUTS the authority to terminate the CYMA system and actually requires the County to delete the CYMA access upon the termination of the contract. The problem this creates is if we send the termination letter to GUTS, the County may lose access to the data within the system which the Auditor needs historically to access. Mr. Batley did send an email to GUTS last week requesting their assistance with what needs to be done to insure the County maintains its access. There is a possibility that GUTS may charge consulting fees to assist with maintaining the access. Attorney Beaver stated that he is not at this time prepared to terminate the contract.

FEDERAL GRANT FINDINGS / AUDIT: In regards to the Department of Justice audit, Attorney Beaver stated that he has been working on putting together a Risk Management Program for the County that would set out the policies and procedures of the way certain monies as well as grants would be handled. Attorney Beaver has been in contact with the Department of Justice Auditor who has granted us another 30-day extension of time to ensure that what is implemented will not need to be changed in the future.

COUNTY CODE: Attorney Beaver stated that, at the last meeting, he raised the issue of the county code. It originally appeared that the last time that the county code was printed was in the late '80s; however, it appears that we have an old office file that has recodification from 1991/1992. The company that the County used as a vendor back then terminated operations years ago. The County can go one of two ways in moving forward with updating this code. The law does not require that the County go through a bidding process; however, if the County were to so elect, they could do a request for proposals. The decision was made to have Attorney Beaver proceed with receiving proposals.

ORDINANCES / ENFORCEMENT: On the same note, Attorney Beaver has been requested to look into the enforcement of local ordinances. At this point, the Ordinance Violations Bureau essentially sets out and creates the Ordinance Violations Clerk who is entitled to accept payment of no more than \$250.00 for somebody who admits to an ordinance violation. The Clerk would not have any actual enforcement powers. If someone would want to contest, the violation can be referred for enforcement in court. Once an enforcement mechanism is more clearly set out, we can proceed further with an ordinance pertaining to weight limits and the frost law.

FIDLAR CONTRACT / RECORDER: Attorney Beaver has been working with Fidar in regards to the contract for the Recorder's office. There are a few different outfits that purchase recorded documents in bulk. Fidar has a monarch system that would allow them to fill these requests. Essentially, they have a contract that would need to be approved. There would then be subscriptions thereafter that each individual outfit would subscribe to. Attorney Beaver stated that his thought is that we would set the terms of the subscription with the Commissioners in terms of signing the contract and possibly having a fee schedule with an ordinance and then thereafter allow the Recorder to approve any subscription on any particular terms rather than having to come back to the Commissioners for every new subscriber. Attorney Beaver hopes to have a final contract ready for the next Commissioners' meeting.

SPEED LIMIT REDUCTION / CR 600W: Mr. Haberlin stated that he believes that we are all in agreement in regards to reducing the speed limit on CR 600W. An ordinance will need to be advertised for the November meeting.

REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS
September 8, 2015

HIGHWAY DEPARTMENT / EXTENSION OF COMP TIME: Mr. Haberlin gave a brief update for the Highway Department. He stated that there will be time to do some extra chip and sealing so the Commissioners will need to keep that in mind. Discussion took place in regards to the amount of comp time accrued during the summer months due to the extreme weather conditions. Mr. Maxwell made the motion to allow the Jasper County Highway Department employees to extend their amount of time to use comp days until December 1, 2015. Mr. Walstra seconded and the motion carried.

AFTER THE DRAINAGE BOARD MEETING:

GENERATOR / NORTH ANNEX & FASE CENTER: Mr. Maxwell made the motion to accept the quote from Kevin Moore Electric, Inc in the amount of \$30,235.00 to provide and install the generator for the North Annex and Fase Center. If accepted, there will be a possible credit of \$1,500.00 for the trade-in of the old generator. Mr. Walstra seconded and the motion carried.

There being no further business, Mr. Walstra made the motion to adjourn. Mr. Maxwell seconded and the motion carried.

JASPER COUNTY BOARD OF COMMISSIONERS:

Kendell Culp, President

James A. Walstra, Vice President

Richard E. Maxwell, Member

ATTEST:

Kimberly K. Grow, Auditor of Jasper County

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